



City of Rowlett

Special Work Session Minutes

City Council Retreat

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.

Friday, June 21, 2013
Saturday, June 22, 2013

8:30 A.M.

Annex Conference Room –
4004 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

FRIDAY, JUNE 21, 2013:

Present: Mayor Gottel, Mayor Pro Tem Kilgore, Deputy Mayor Pro Tem Gallops, Councilmember Phillips, Councilmember Dana-Bashian, Councilmember Pankratz, and Councilmember Bobbitt; City Manager – Lynda Humble, Assistant City Manager – Brian Funderburk, City Secretary – Laura Hallmark

CALL TO ORDER

Mayor Gottel called the meeting to order at 8:30 a.m.

Welcome & Opening Remarks

Mayor Gottel welcomed everyone and stated he looks forward to this process every year.

Ms. Humble stated that staff also looks forward to this event, which gives the policy direction for staff to follow for the next fiscal year. She reviewed the agenda for the day, outlining the process is for team building and discovering how the group can interact and work together.

Icebreaker Exercise

Each person was asked to bring an inanimate object, which best describes them.

General Overview of the Assessments

Dr. Riley Harvill reviewed the Style of Influence assessments and their measurement of how each person needs to talk to people and how each person tends to impact other people. It assesses four aspects: Cognitive, Relational, Goal, and Detail. Dr. Harvill reviewed each person's results and then how the individuals operate in the group and outlined the functioning of the group.

The Council took a short break from 10:53 a.m. – 11:11 a.m.

Discussion regarding the process of Council discussions and deliberations and the level of detail requested. It was the consensus of Council that a "Pilot's Checklist" be established in order to provide the required amount of information to Council in order to discuss and deliberate. It was also determined that Council will hold work sessions on the second and fourth Tuesdays beginning in August.

The Council recessed for lunch from 12:20 p.m. – 1:07 p.m.

Building Consensus – It takes 4 to make policy

Dr. Harvill explained how positions are based on ideological and philosophical differences and are driven less by personal ideology and more by political ideology.

Discussion reviewing some of the history of how the City has operated in the past and Councilmembers expressed their views on the current state of the City and the direction in which they would like to see it go.

Discussion regarding the financial needs of the City and the options to consider.

The Council took a short break from 2:50 p.m. – 3:04 p.m.

Councilmembers participated in a group exercise to brainstorm ideas for relaying the needs to the citizens of Rowlett. Both groups determined that communication was key – providing the current issues and how they have evolved, the costs of what will be addressed as well as the costs if they are not addressed. It was noted that the local level suffers from the perceptions of government at the Federal level.

City of Rowlett SWOT Analysis

This item was not addressed due to the lengthy conversation.

ADJOURNMENT

Mayor Gottel thanked everyone for their participation throughout the day and adjourned the meeting at 4:41 p.m.

SATURDAY, JUNE 22, 2013:

Present: Mayor Gottel, Mayor Pro Tem Kilgore, Deputy Mayor Pro Tem Gallops, Councilmember Phillips, Councilmember Dana-Bashian, Councilmember Pankratz, and Councilmember Bobbitt; City Manager – Lynda Humble, Assistant City Manager – Brian Funderburk, City Secretary – Laura Hallmark, Director of Finance and Information Services – Alan Guard, Director of Public Works – Jim Proce, Director of Parks and Recreation – Jermel Stevenson

CALL TO ORDER

Mayor Gottel called the meeting to order at 8:33 a.m. and asked for Council's feedback regarding the discussion from the previous day.

Ms. Humble reviewed Friday's conversation briefly and outlined the upcoming process for the added Tuesday Work Sessions.

Session 1: Challenges to Financial Sustainability from a Budget Perspective

Ms. Humble and Mr. Funderburk outlined differences between Rowlett and comparison cities, specifically relating to employee numbers, salaries, and benefits and how Rowlett has dealt with the economic shortfall over the past six years. Demonstration of employees doing more with less; with specific examples citing the ratio of Parks employees and the number of acres for which they are responsible as compared with other cities. Helping to show a correlation between the condition of the parks and the available staff to maintain them.

Council discussion and consensus regarding conducting an employee satisfaction survey.

The Council took a short break from 10:18 a.m. – 10:34 a.m.

Discussion of employee vacancies and compensation with consensus to conduct a compensation study, which includes salaries, business processes, and number of employees. Further discussion regarding economic shortfall and how to convey that information to the public and including the costs and consequences of not doing anything.

The Council recessed for lunch from 12:20 p.m. – 1:15 p.m.

Capital Improvement Program – "Journey to May 2015"

Presentation regarding current City needs and preparation for bond election in May, 2015. Provided an update on the projects and costs of the bond monies from 2004 through 2013.

Discussion regarding community enhancements such as a "complete" street concept including more street lights, street trees, and entrance features to neighborhoods. Councilmembers commented that when presented with cost proposals for any improvements, it should include the "total cost of ownership" and budgetary impact, such as associated staffing and maintenance costs. There should no longer be improvements without ensuring their maintenance.

Councilmembers created a "wish list" for community improvements, which included: restroom facilities in parks along with their maintenance costs, an increased number of ball/soccer fields, a dog park, screening walls, more streetscaping, and neighborhood entrances.

The Mayor outlined a "community service" fee concept for City services stating that the cost to provide the services is not determined by where someone lives or the home in which they live – the cost to provide the service remains the same, no matter the value of the home. He provided

an example of the cable company who charges all their customers the same rate, regardless of their address.

The Council took a short break from 2:40 p.m. – 2:51 p.m.

Overview provided of CIP Cash program and continued discussion about previous bond projects.

Overview of the Rowlett Parks System


Mr. Stevenson outlined a grading system for each park, including the features that determine the grade: Green – in good condition, Yellow – adequate condition, and Red – in bad condition. Mr. Stevenson then reviewed the current conditions for each of the City parks. Councilmembers then provided feedback in terms of what is desired for each one – whether to maintain the current grade or to make improvements in various areas to increase the grade. This presentation is a precursor to the tour of the City park system that the Council will take on Saturday, July 20th.

Council discussion regarding park standards and what that might include. Items such as: safety, shade structures, seating, tables and picnic areas, and the aesthetics of how they would look. Councilmembers asked that staff identify parks that are eligible for Community Development Block Grant (CDBG) funds.

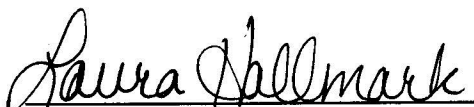
Further discussion regarding an overall need to develop a "Rowlett Standard" in all areas, whether it be the look of the parks, streets, neighborhoods, or City facilities and equipment.

ADJOURNMENT

Mayor Gottel provided closing remarks and adjourned the meeting at 5:00 p.m.



Todd W. Gottel, Mayor



Laura Hallmark, City Secretary

Date Approved: July 16, 2013